



# Brentnall Academy

The best in everyone™

Part of United Learning

## Job Description

### Lunchtime Organiser

5 hours a week

Term Time Only

FTE: £22,913.00 Actual £2,636.00

All application forms to be sent to [Beth.Reilly@brentnallacademy.org.uk](mailto:Beth.Reilly@brentnallacademy.org.uk) by  
Tuesday 3<sup>rd</sup> December 2024

The post holder reports to the Senior Lunchtime Organiser other main contacts are the Assistant Principal, Vice Principal and the Principal.

### Purpose

Supervision of pupils throughout the lunchtime period.

### Main duties and responsibilities:

1. To follow all school policies and procedures.
2. To communicate effectively with the pupils in their care.
3. To supervise pupils in the dining areas and elsewhere, as required.
4. To help create a calm and atmosphere so that lunchtimes are a pleasant experience for pupils and staff; this includes:
  - Organising the queue of children into the hall
  - Encouraging social skills and good table manners
  - Ensuring safety with knives and forks
  - Ensuring that children tidy up in a satisfactory manner
  - Ensuring that the hall is a clean and tidy environment for children to eat in
  - Encourage children to try new foods
  - Closely monitor children who have poor appetite's and liase with class teachers to report any concerns
5. Supervision of pupil activities and behaviour ensuring their safety and well being, providing emotional support, where necessary.

6. Preventing bullying, being aware of changes in friendships and encouraging socialising.
7. To administer first aid to pupils, when necessary.
8. To effectively manage children's behaviour by following the school's behaviour policy.
9. Where the need arises, attend to children's physical needs, such as hand washing, feeding and toileting.

Brentnall Academy is committed to the safeguarding of all pupils and staff. The post holder must have due regard for Safeguarding and promoting the welfare of children, following diligently the school Safeguarding policy.

### **Person Specification**

Lunchtime organiser

To demonstrate an interest and involvement in working with children and young people

The ability to understand as well as supervise children and young people

Ability to respond to every day situations

Ability to communicate with others

### **Personal Styles and Behaviours**

Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check

Tact and diplomacy in all interpersonal relationships

Personal commitment to excellence in service delivery

Desire to pursue own personal development and to undertake training as required.

Self motivation and personal drive to complete tasks to required time scales and quality standards

Discretion in dealing with confidential and sensitive issues

To carry out all duties with full regard to the United Learning Equal Opportunities Policy